

Oregon Fire Service Office Administrators
Board Meeting Minutes
2nd Quarter-April 17, 2019 -12:30 p.m.
Albany Fire Department - 611 Lyon Street, Albany, OR

President Julie Spor called the meeting to order at 12:30 p.m. Secretary Olivia Houck took roll.

Executive Board:

President Julie Spor, Sisters-Camp Sherman Fire District
Vice President Paula Landrus, Crook County Fire & Rescue
Secretary Olivia Houck, Tualatin Valley Fire & Rescue
Treasurer Jamie Vohs, Black Butte Ranch Fire District
Past President Susan Shepard, Polk County Fire District No.1
Region 1 Rep Jennifer Fox, La Grande Fire Department – **Excused Absence**
Region 2 Rep Lillie Rodriguez, Philomath Fire & Rescue
Region 3 Rep Pam Webber, Medford Fire Department
Region 4 Rep Diane Nave, Tualatin Valley Fire & Rescue
Region 5 Rep Nikki Osborn, Klamath Co FD No.1

Committee Chairs:

Education Chair Sally Cravinho, Office of State Fire Marshal
Membership Chair, Donna Fleischman, McMinnville Fire
Communications Chair Ashley Naught, Tualatin Valley Fire & Rescue
Protocol Chair Rhonda Grant, Stayton Fire District

Subcommittees:

Accreditation Chair Heather Sears, Jackson County FD No.3 – **Excused Absence**
Website Chair Laura Houston, Stayton Fire District – **Excused Absence**
Hospitality Chair Dulcy Pierce, McKenzie Fire & Rescue
Good Will Donna Fleischman, McMinnville Fire
Merchandise Chair Kim Sunderlin, Tualatin Valley Fire & Rescue
Scholarship Paula Landrus, Crook County Fire & Rescue
Auditor Lillie Rodriguez, Philomath Fire & Rescue
Registrar Trish Lutgen, Aumsville Fire
Event Resource Contact Diane Nave, Tualatin Valley Fire & Rescue

Guests Attending:

Pat Cane, Life Member
Chief Bill Boos, OFCA Liaison – via phone

Approval of Minutes

A motion was made by Region 4 Rep Diane Nave and seconded by Communications Chair Ashley Naught to approve the January, 1st Quarter Board Meeting minutes, with changes presented by Life Member Pat Cane on the Board Meeting Minutes title corrected Board Meeting Minutes from Board Meeting Agenda, and Region 4 Rep Diane Nave to add Lillee Rodriguez to Workshop Committee under Workshop 2019 Update. Motion carried with Aye votes by those present.

Treasurer's Report

Jamie Vohs reported the 2018 Conference had an income of \$24,262 and expenses of \$18,350. The conference committee did a great job, the \$5,000 grant from DPSST helped add to the positive net income. Aside from that we are right on track with budget. She noted part of the payables report for the quarter got cut off in the board packet and the total payables is \$973.65.

A motion was made by Region 3 Rep Pam Webber and seconded by Region 5 Rep Nikki Osborn to approve the Treasurer's Report. Motion carried with Aye votes by those present.

The Draft 2019-2020 budget discussion was if we can depend on the grant going forward and if so that it should be budgeted as Donations/Grants not part of conference income. Discussion was to increase New Member Orientation to \$400. Not all invoices for the website upgrade have been received so that expense carried to the 2019-2020 fiscal year. Discussion included Office Supplies and the possibility of new laptops (for Membership and Treasurer use). Additional details will be gathered and reviewed before the purchase is made. Square fee's will be moved out of Office and into a new line item. The final budget will be presented at the July Board Meeting.

A second motion was made by Region 4 Rep Diane Nave and seconded by Communications Chair Ashley Naught to add a new line item to the 2018-19 financials and transfer the \$5,000 SDAO Grant out of Conference Income and into Donations/Grants. Motion carried with Aye votes by those present.

Correspondence – No correspondence

Regional Representative Reports

Region 1 Representative Jennifer Fox was still on the road and unable to attend, President Spor reported for her. She has 8 members as of April 2019, with 4 members attending the Spring Workshop.

Region 2 Representative Lillee Rodriguez reported 46 members, 22 attending the Spring Workshop and 3 of those are new members. She sent outreach material to 2 prospective members. She is currently working on getting a comprehensive list of all Fire Departments and Districts in the State so outreach material can be sent out.

Secretary Olivia Houck took a moment to share recreating the outreach pamphlet and designed a single page flyer for use when recruiting new members. The flyer will be posted to the website.

Regional Representative Reports, continued

Region 3 Representative Pam Webber reported 30 members. 2 new members from Siuslaw Valley Fire & Rescue. She shared that planning has begun for the spring 2020 workshop and is looking at April 16th and 17th. Discussion followed about moving workshop to May so there is less conflict with budget deadlines. A doodle poll will be sent out to membership regarding changing from April to May. 2020 Workshop is scheduled to be at Medford Fire Rescue Fire Station #4 and Pam is still researching lodging. Pam is seeking committee members, if you are interested please reach out to her. Her preliminary speaker plan is in the board packet.

Region 4 Representative Diane Nave reported 42 members, 11 attending the Spring Workshop. Diane completed the Strategic Plan survey and worked with the Communications chair on an email blast survey.

Region 5 Representative Nikki Osborn reported 18 active members, actively recruiting 3 new members.

Region Liaison Susan Shepard updated the “New Member Orientation Manual” with new officers, sent reminders to region reps to send out information to their members on board minutes, taking the Strategic Plan survey, registering for workshop, etc.

Liaison Reports

Oregon Fire Chiefs Association (OFCA) Chief Bill Boos reported that the two legislative bills this session; first bill on ambulance service areas (ASA), did not make it past the house and they will be regrouping and will be taking it back to legislature next year. They already have a sponsor for that and hope to get it passed during the short session; second bill on legislation would require that when private ambulance companies pass out literature they must have “in case of emergency call 911” printed on the literature. This bill didn’t make it out of Committee.

Oregon Fire Bridge – No Report

Oregon Life Safety Team – No Report

OFDDA – No report.

Oregon Volunteer Firefighters Association (OVFA) – No Report

Committee & Sub-Committee Reports

Education – Sally Cravinho – No report.

Accreditation – Heather Sears was unable to attend, and her report is in the Board packet.

Event Resource Contact – Diane Nave reported finalizing the Spring 2019 Workshop lodging contract and assisted Kate Hennessy with various details, and reviewed the Fall 2019 Conference contract with the Grand Hotel. Julie was contacted by the Pleasant Hill Fire Chief Andrew Smith offering his support of OFSOA and willingness to speak/present. Updated the Conference & Workshop Event Binders, continuing to work with Laura Houston and Rhonda Grant on developing editable forms to eliminate the abundance of paperwork from the event binders.

Committee & Sub-Committee Reports, continued

Scholarship – Paula Landrus reported receiving 4 scholarship applications for workshop, all 4 were approved.

Membership – Donna Fleischman reported 166 current members, 140 active and 26 Life members. 3 New Members.

Hospitality – Dulcy Pierce reported totes have been sorted, inventoried, and organized in preparation for the next event.

Good Will – Donna Fleischman sent condolences to 2 members this quarter. Life member, Jane Herman (Mid-Columbia Fire) passed away February 15, 2019. Card was sent to Stayton Fire following a recent difficult call.

Merchandising – Kim Sunderlin reported all older items have been gathered and marked down in pricing. Some additional items purchased for workshop. Any suggestions on new items always appreciated.

Protocol/Parliamentarian – Rhonda Grant reports she has continued her review of the Bylaws and proposed changes can be found in the Board packet. The proposed changes will bring the Bylaws and Procedure Manual into agreement. Bylaw changes must be presented to the membership at least 30 days prior to the vote to approve changes. The vote will take place during the Business Meeting at Fall Conference.

Auditor – Lilee Rodriguez nothing to report at this time.

Registrar – Trish Lutgen reported 65 total registrations for the Spring Workshop. 3 from Region 1, 23 from Region 2, 15 from Region 3, 11 from Region 4, 11 from Region 5, and two out-of-state attendees. There was one late cancellation due to a family situation and discussion followed to refund the registration fee after the cancellation deadline.

A motion was made by Region 3 Rep Pam Webber and seconded Vice President Paula Landrus to approve one registration fee refund request. Motion carried with Aye votes by those present.

Communications – Ashley Naught reported the Sixth Bugle Newsletter was not sent out with approval from President Spor. Discussion followed about using the News section on the OFSOA website to post items more frequently and get more membership engagement via the website. Many thanks to those people who have contributed to the newsletter. Rhonda Grant will update the procedure manual to reflect the change to the newsletter and website posting. Laura Houston will see if we have the capability to have members subscribe through the website. News will be sent via newsblast for now.

A consensus was received by those present to move the newsletter to the new website format.

More discussion was held around how to better manage responses to newsblast questions/request and response to avoid repeating requests.

Website – Laura Houston was unable to attend. Ashley Naught reported that Laura received an update from Amy Anderson and the photo project is still in the works. Discussion included the photo project and expectations by board and members. Board President Spor would like to have the project complete before the fall conference.

Business Items

Conference 2019 Update – Committee Chair Ashley Naught reported the venue is secured and lodging block is open; thank you to those who have reserved their room, if not yet we encourage you to do so as the original room block is full and a second room block of 20 rooms has been added. The schedule is nearly complete and will be sent to Education Chair for review and approval. We have secured our first sponsorship; and catering is still being firmed up. Currently looking for a keynote speaker so please let us know if you have any recommendations. With the location of the conference very close to a major mall with plentiful food service choices, we plan to have lunch on your own for Wednesday and Thursday allowing a generous time frame for meals and networking. This is still in the planning phase and discussion including making sure all members networking expectations are met. There will be no formal President's Night at the Fall Conference, but there will be networking time built into the schedule. The conference committee is working on how the networking time will be structured.

President's Report

Full presidents report can be found in the Board packet. President Spor proposed an Event Planning Committee to the Board which would oversee all workshops and conferences with help from the hosting area. The Event Resource Contact would serve as the Chair of this committee, with 4 to 5 staggered positions. The committee would give additional opportunity for members to get involved, as they would assist with multiple events. The hosting department would still be vital in the success of any event. Additional discussion around the committee and this idea will be brought back during the Strategic Plan workshop and at the July Board Meeting.

No further business was discussed, and the meeting adjourned at 2:46 p.m.

Respectfully submitted,

Olivia M. Houck
Secretary